

Message

From: Newton, Cheryl [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=AE08C2F1C2304A61BF7C01DE62F35DBF-CENEWTON]
Sent: 10/29/2020 1:14:02 PM
BCC: R5 ALL EPA [R5_ALL_EPA@epa.gov]
Subject: Requesting an Excused Absence for Non-Partisan Volunteer Election Officials/Poll Workers (Sent to R5 All EPA)
Attachments: Request for Administrative Leave to Volunteer as Non-Partisan Election Official.doc; Excused Absence for Voting

Good morning, Region 5 - We all received an email from Donna Vizian on October 22, 2020 (attached), which included information on being granted an excused absence to participate in the electoral process. It's great to see the many ways EPA supports its employees' civic engagement, including granting requests for excused absences from employees who are volunteering as non-partisan election officials/poll workers during the general election. Certain criteria must be met for these requests to be granted:

- The position cannot be compensated;
- The organization for which you volunteer must be non-partisan;
- The activity must comport with ethics requirements; and
- Your time away from the office cannot interfere with mission-critical work of the Agency.

Please use the attached boilerplate memorandum to request an excused absence to serve as a non-partisan, volunteer election official/poll worker.

Note: Ann Coyle has done a fair amount of research so she can best assist and address your questions. She has found that compensation from the Lake County, IL, Board of Elections, and the Cook County, IL, Board of Elections **cannot** be waived and so requests for excused absences to volunteer for those jurisdictions will be rejected. (Donating the compensation to a charity of your choice, as suggested by both Boards of Elections, is commendable but does not resolve the ethics issues associated with accepting compensation from an outside entity while also getting paid by EPA.)

Please contact Ann Coyle, regional ethics attorney, if you have any questions about this process. Thanks